

School	Nova SBE
Course code & title	2660 Applied Sports Projects
Course Instructor	Rui Biscaia
Grader	Inês Caetano

Brief	<p>Your task is to develop an <i>Applied Sports Project</i> that is to be conducted in <u>groups of 3-6 students</u> and includes three components to be assessed:</p> <ol style="list-style-type: none"> 1. Case Project written Report (50%)^{1,2} – group 2. Peer Assessment (15%) – individual 3. Exam (35%) – individual <p>¹ Throughout the development of the written report, there are deliverables for each group that constitute moments of formative assessment. These are group presentations (15min) followed by feedback of the course instructor and/or the teaching assistant – details below.</p> <p>² After the submission of the final written report, there is a presentation to the partner sport organisation (date to be confirmed with the partner organisation).</p>
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Release date	4 th February 2025
Submission dates	<ol style="list-style-type: none"> 1. Case Project written Report: <ul style="list-style-type: none"> • Deadline: 13th May 2025 (23:59h) 2. Deliverables to prepare the written report: <ul style="list-style-type: none"> • Deliverable 1: 25th February 2025 or 11th March 2025 (it depends on the group) • Deliverable 2: 8th April 2025 • Deliverable 3: 15th April 2025 • Deliverable 4: 15th April 2025* • Deliverable 5: 22nd April or 29th April 2025 (it depends on the group) 3. Presentation to the sport organisation: <ul style="list-style-type: none"> • Deadline: to be decided with the sport organisation. 4. Peer Assessment: <ul style="list-style-type: none"> • Deadline: 13th May 2025 (23:59h). 5. Exam: <ul style="list-style-type: none"> • Provisional date: 27th May 2025 (see Nova SBE calendar) <p>* Deliverables 3 and 4 in the same day.</p>
Submission place	Moodle: 1, 2, 3 and 4 Face-to-face (room to be decided – see Nova SBE calendar): 5
Returned of the marked work	Feedback from the deliverables is provided in the session. Regarding the exam and written report, you can expect these components to be marked and released two weeks after the submissions. If, for any reason, there is a delay you will be kept informed.

Assessment Information

The assessment includes a **group component** (written report) and an **individual component** (exam and peer assessment) as detailed below. In the group component, each group (3-5 students) is required to develop a project aiming at addressing a management problem/challenge from a sport organisation. The sport organisations can either be a current partner of Nova SBE or identified by students (upon agreement of the course instructor). The individual component includes an exam and a peer assessment. Details of each component are described below.

1. Case Project written Report

Each group conducts appropriate research, analyse data, and present viable recommendations in the form of a written report. The report must be submitted as Word file (~5,000 words), but a PowerPoint presentation (maximum of 60 slides) is also acceptable.

Indicative structure and content:

Title slide

- Name and number of the group members; Sport organisation and project title; Date; Course code and name.

Executive Summary

- Summary of the project, including an introduction to the management problem/challenge, a brief statement of the methods deployed to address the problem, concise analysis, and main conclusions.
- The executive summary should be a condensed version of the entire report.

Introduction (~400 words)

- Introduction of the management problem and question.
- Aims and objectives of the report.
- Importance of the project relative to the sport organisation.

Method (~700 words)

- Introduction and justification for the chosen methods.
- Participants and procedures of data collection.
- Measures/instruments (if applicable).
- Data analysis techniques.
- Statement of ethics (if applicable).

Findings (~2,000 words)

- Clear presentation of the findings.
- Interpretation of the findings with links to relevant literature (including theoretical concepts presented as part of the deliverables and/or models if relevant).

Recommendations (~1,500 words)

- Clear presentation of key recommendations drawn from the research findings.
- Written in a concise manner and including suggestions for both current and future practices.

Conclusion (~400 words)

- Summary of the problem to be addressed and report objectives.
- Summary of findings and implications of the study.
- Concise overview of general recommendations.
- Introduce any limitations.

Acknowledgements (if applicable)

Reference list

- Check University guidelines and/or use APA style.

Appendices (if applicable)

- Interview guide(s) and/or questionnaire template(s) if relevant.
- Other relevant appendices you wish to include (e.g., additional data and analysis, participant information, secondary data used, statistical outputs, interview transcripts, and/or organisational information)

2. Deliverables to prepare the written report

During the development of the project throughout the semester, each group delivers five presentations (see course structure) with pre-determined deliverables to update the progress of the written report. These presentations are to be done in 15m (maximum) and followed by feedback of the course instructor and/or the teaching assistant to help preparing the final written report, the presentation to the sport organisation and the exam.

- Deliverable 1: Overview of the sport organisation and the ecosystem; relevance of the project.
- Deliverable 2: Literature review and its implications to practice; project timeline.
- Deliverable 3: Methods to be used and its justification.
- Deliverable 4: Preliminary findings and linkages to theory.
- Deliverable 5: Main findings, conclusions and recommendations.

3. Presentation to the sport organisation:

Students produce a 15-20 min presentation to the sport organisation that summarises the written report with key findings and recommendations. The structure of the presentation should cover the key aspects of the written report. This is an important moment of the course allowing students to create value for their careers and connect with the sport organisation. Representatives of the sport organisation will then provide feedback to the course instructor and teaching assistant. The dates of the presentations are to be decided with the sport organisation.

4. Peer Assessment

Students working in groups undertake a process of peer review by completing a peer assessment form capturing the content and relevance of each one's contribution (quality), time and effort in engaging with the tasks (quantity).

This allows students to provide feedback and rate each other's contribution towards the development of the written report and presentation to the sport organisation. The peer assessment covers the contributions to the work developed throughout the semester, the final written report and the presentation to the sport organisation.

5. Exam

The exam is focused on the work conducted by each group while developing the written report submitted to the sport organisation. It includes two questions. The first one is to allow students to critically assess what was done by their groups while addressing the problems of the sport organisation. The second one is to provide students with the opportunity to reflect on future steps to be undertaken and linkages theory-practice. Both questions 1 and 2 may have sub-questions associated.

Marking criteria

1. Case Project written Report

Have the team...

... Demonstrated clear understanding of the key issues in question? <ul style="list-style-type: none"> Clearly re-state the problem in your own words, stating any assumptions you are making 					
(Very) Poor 0-10	Acceptable 11-12	Good (13-14)	Very Good (15-16)	Excellent (17-18)	Outstanding (19-20)
...Sought and analysed data relevant to the management problem effectively? <ul style="list-style-type: none"> Be selective in what secondary/primary data you use, and go beyond just describing data 					
(Very) Poor 0-10	Acceptable 11-12	Good (13-14)	Very Good (15-16)	Excellent (17-18)	Outstanding (19-20)
...Applied knowledge gained during the taught portion of their programme effectively to the problem? <ul style="list-style-type: none"> Selectively apply concepts/theories/skills to the problem, coming up with effective solutions which are justified. Don't overload with theory. Use knowledge with a critical eye. Modify concepts/theories/skills so that they fit the problem. 					
(Very) Poor 0-10	Acceptable 11-12	Good (13-14)	Very Good (15-16)	Excellent (17-18)	Outstanding (19-20)
...Presented their findings and recommendations effectively? <ul style="list-style-type: none"> Be professional. The report should have a clear flow and the findings and recommendations must be well articulated to address the problem under investigation. 					
(Very) Poor 0-10	Acceptable 11-12	Good (13-14)	Very Good (15-16)	Excellent (17-18)	Outstanding (19-20)

2. Deliverables to prepare the written report (formative assessment only)

Presentation content					
Criterion/Mark	Outstanding 19-20	Excellent 17-18	(Very) Good 15-16	Acceptable 11-14	(Very) Poor 0-10
Coherence of the main viewpoints and arguments	Excellent critical judgment to new information and ideas in to defend own position.	Critical judgment to new information and ideas to substantiate own position.	Good understanding of new information and appropriate to use for generating own position on the topic.	Understanding of new information but limited ability to defend a position about the topic.	No understanding of the topic and inability to present viewpoints.
Integration of theory and scholarship	All material is relevant to the theme of presentation and excellently presented. Uses key literature to support discussion	Most material is relevant to the presentation. Demonstration of an impressive grasp of relevant knowledge.	Important materials cited and demonstration of relevant knowledge about the topic	Adequate materials to the theme of presentation. Basic effort to read and present the essential sources	Much of the material is irrelevant. Engagement with key texts and sources of information is very limited
Quality of research and supporting evidence	Excellent use of materials and supporting evidence, with critical analysis.	Very good use of materials and overall levels of analysis, but room for some areas of improvement	Some good levels of analysis, but room for some areas of improvement	Adequate levels of analysis. Some analysis and evidence not used properly, with much room for improvement	Poor levels of analysis are evident, and little or no supporting evidence
Structure and organisation	Excellent structure and organisation of the themes and linkages with own ideas. No spelling, grammar or punctuation problems.	Very good structure and organisation of the themes and ideas. No spelling, grammar and punctuation problems.	Good structure and organisation of the themes. No spelling, grammar and punctuation problems	Adequate structure and organisation of themes and ideas. A few spelling, grammar and punctuation problems.	Inconsistent structure and organisation of ideas. Many spelling, grammar and punctuation problems.
Presentation skills (40%)					
Communication skills i.e. familiar with material, eye contact, voice tone, pace.	Excellent delivery, explaining in own words, good eye contact throughout. Clear structure and flow. Keeps to timings. Excellent self-presentation, eye contact and positive body language.	Very good delivery, explaining in own words, with some difficulties in establishing eye contact. Almost keeps to timings. Good self-presentation, eye contact and positive body language.	Good levels of delivery evident, explaining in own words, with some difficulties in establishing eye contact. Almost keeps to timings. Good self-presentation, eye contact and positive body language.	Some attempt to enliven presentation, but sometimes rather flat delivery. Timings not adhered too. Adequate self-presentation, eye contact and positive body language.	Reading from a script or unsure of content. Poor delivery. Timings not adhered too. Poor self-presentation, eye contact and positive body language.
Use of presentation aids to engage audience	Excellent presentation by using PPTs. Effectively uses language and concepts which result in clear and comprehensive communication of ideas. Excellent quality and design of presentation materials.	Very good presentation by using PPTs. Use of language and concepts that result in communication of ideas. Very good quality and design of presentation materials.	Clear PPTs presentation by using PPTs effectively to clarify explanations proposed but not always clearly. Good quality and design of presentation materials.	PPTs are not always clear or accurate; resulting in some miscommunication of ideas and propositions presented. Adequate quality and design of presentation materials.	PPTs are not clear or accurate. Poor quality and design of presentation materials.
Respect for time limit	Perfectly timed presentation, with adequate time for each section.	Very good presentation timing and distribution of focus per section	Good presentation timing but slightly inadequate distribution of time per section.	Satisfactory presentation timing, but inadequate distribution per sections	Timings not adhered to and unsatisfactory distribution of time per section.
Total					

3. Presentation to the sport organisation (feedback to be provided by the sport organisation)

GROUP PRESENTATION					
Criterion/Mark	Outstanding (19-20)	Excellent (17-18)	Very (Good) (15-16)	Acceptable (11-14)	(Very) Poor (<10)
Presentation content (60%)	Excellent critical judgment to new information and ideas; Excellent use of supporting evidence; Excellent structure and organisation.	Very good critical judgment to new information and ideas. Very good use of supporting evidence; Very good structure and organisation.	Good understanding of new information and appropriate to use for generating ideas; Good levels of analysis; Good structure and organisation of the ideas.	Understanding of new information but limited ability to defend a position about the topic; Adequate levels of analysis; Adequate structure and organisation of the ideas	No understanding of the topic and inability to present viewpoints; Poor levels of analysis are evident; Inconsistent structure and organisation of ideas.
Presentation skills (40%)	Excellent communication skills (i.e. familiar with material, eye contact, voice tone, pace). Excellent use of presentation aids to engage audience.	Very good communication skills (i.e. familiar with material, eye contact, voice tone, pace). Very good use of presentation aids to engage audience.	Good communication skills (i.e. familiar with material, eye contact, voice tone, pace). Good use of presentation aids to engage audience.	Acceptable communicating skills (i.e. familiar with material, eye contact, voice tone, pace). Materials are not always clear and not engaging.	Poor delivery (i.e. reading from a script or unsure about the content). Materials are not clear or accurate, and are of poor quality and design.

4. Peer Assessment

You are requested to evaluate your peers both in the content and relevance of their contribution (quality), and time and effort in engaging in task (quantity). This assessment is based on the work developed throughout the semester while preparing the deliverables, the final written report and the presentation to the sport organization.

Criteria for assessment	Marks should be awarded as follows:
Outstanding: (19-20)	<i>Outstanding engagement with task, delivering above all other team members in both quality and quantity in terms of contribution of knowledge, insight and initiative.</i>
Excellent: (18)	<i>Excellent engagement with task, delivering above all other team members in either quality or quantity in terms of contribution of knowledge, insight and initiative.</i>
Very Good: (16-17)	<i>Very good engagement with task, contributing in terms of knowledge, insight and initiative in a similar fashion as rest of the group – both in quality and quantity.</i>
Good: (15)	<i>Good engagement with task, contributing in terms of knowledge, insight and initiative in a similar fashion as rest of the group – but only on either quality or quantity.</i>
Acceptable: (13-14)	<i>Passable engagement with task, but contributing in terms of knowledge, insight and initiative below the rest of the group – both in quality and quantity.</i>
Poor: (10-12)	<i>Poor engagement with task, limited to listening and going along, without any contribution of knowledge, insight or initiative of the field – either in quality or quantity.</i>
Very poor: (0-10)	<i>Did not engage with task at all, and created difficulties to the group to develop their approach to the task, by making void or incorrect interventions. Poor acceptance of others' views and opinions.</i>

Student name and peer assessment

Name	Mark

Qualitative comments:

5. Exam

Marking criteria is similar to the one used for the written report, but focused on each of the questions to be answered.